

THE ROYAL SCHOOL WOLVERHAMPTON



PA to the Principal

40 hrs per week: term time plus 6 weeks (43 weeks)
8am-5pm (Monday-Friday).

We are seeking someone who has an eye for detail, and first-class organisational abilities with a proven record of working in a school PA position.

A sense of fun and desire to work with children is essential for this role. Good inter-personal skills, computer literacy, initiative, self-motivation, and a pleasant telephone manner are required for this busy working environment.

For an application pack, please visit <https://theroyalschool.co.uk/job-vacancies/>

**The Royal School Wolverhampton
Penn Road
Wolverhampton WV3 0EG**

The Royal School Wolverhampton is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This post is subject to an enhanced Criminal Records Background check

Please return completed application forms to icallaway@theroyal.school